



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	PROJECT MANAGER
3	<b>Posting Number</b>	PN# 112156
4	<b>Department</b>	Building Services Department
5	<b>Division</b>	Design and Construction
6	<b>Section</b>	N/A
7	<b>Reporting Location</b>	900 Bagby*
8	<b>Workdays &amp; Hours</b>	M – F 8:00 a.m. – 5:00 p.m. * * Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
Interfaces with departments and outside agencies or firms to discuss programs and projects. Maintains records and reports to supervisors on design and construction contracts; provides input for departmental decision-making and planning. Responds to complaints or inquiries from citizens, City officials or outside agencies; represents the department at conferences and meetings. Manages multiple contracts of various sizes. Serves as liaison between City personnel and contractors, architectural/engineering consultants or testing laboratories. Reviews, approves and tracks consultant, contractor, and testing laboratory estimates. Requires experience in management, bidding and procurement, and complete construction administration. Knowledge of construction contract bidding, procurement procedures, administration and management.

**WORKING CONDITIONS**  
The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

**MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a Bachelor's degree in Civil Engineering, Business Administration, Physical Sciences or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**  
Four years of experience in construction, construction inspection, or design of buildings or parks are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**  
Valid Texas Class C driver's license and compliance with the City of Houston Motor Vehicle Assignment and Use Policy (AP 2-2).

**PREFERENCES**  
Experience in municipal capital projects which include buildings or parks is preferred. Preference will be given to individuals with experience managing multiple construction and or design projects.

**SELECTION/SKILLS TESTS REQUIRED**  
None

**SAFETY IMPACT POSITION**    ☒ Yes    ☐ No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is

<b>Salary Range - Pay Grade 24</b>	
\$1,419 - \$2,677 Biweekly	\$36,894 - \$69,869.70 Annually

**OPENING DATE**                      July 26, 2006

**CLOSING DATE**                      Open Until Filled

**APPLICATION PROCEDURES**  
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-1957. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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